

City of Maple Ridge

COUNCIL WORKSHOP AGENDA
November 12, 2019
1:30 p.m.
Blaney Room, 1st Floor, City Hall

The purpose of the Council Workshop is to review and discuss policies and other items of interest to Council. Although resolutions may be passed at this meeting, the intent is to make a consensus decision to send an item to Council for debate and vote or refer the item back to staff for more information or clarification. The meeting is live streamed and recorded by the City of Maple Ridge.

REMINDERS

November 12, 2019
Council Meeting

7:00 p.m.

1. **APPROVAL OF THE AGENDA**

2. **ADOPTION OF MINUTES**

- 2.1 Minutes of the October 29, 2019 Council Workshop Meeting

3. **PRESENTATIONS AT THE REQUEST OF COUNCIL**

4. **UNFINISHED AND NEW BUSINESS**

- 4.1 **Green Infrastructure Management Strategy Policy Review Process Report**

Staff report dated November 12, 2019 recommending that the Green Infrastructure Management policy review process be endorsed.

- 4.2 **Albion Flats Concept Plan**

Staff report dated November 12, 2019 recommending that the Albion Flats concept plan be endorsed and that staff be directed to forward the plan to the Agricultural Land Commission.

4.3 Policy No. 3.02 – 2019 Proclamations Review

Staff report dated November 12, 2019 providing information on the City's current practice of declining proclamation requests.

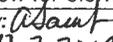
5. CORRESPONDENCE

6. BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL

7. MATTERS DEEMED EXPEDIENT

8. ADJOURNMENT

Approved: 
Date: Nov 7, 2019

Space below for Clerk's Department Use Only	
Checked by:  Date: <u>Nov-7, 2019</u>	Checked by:  Date: <u>Nov 7, 2019</u>

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

October 29, 2019

The Minutes of the City Council Workshop held on October 29, 2019 at 1:30 p.m. in the Blaney Room at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
Elected Officials	A. Horsman, Chief Administrative Officer
Mayor M. Morden	K. Swift, Advisor to the Chief Administrative Officer
Councillor J. Dueck	D. Boag, Acting General Manager Parks, Recreation & Culture
Councillor K. Duncan	C. Carter, General Manager Planning & Development Services
Councillor C. Meadus	D. Pollock, General Manager Engineering Services
Councillor G. Robson	L. Benson, Director of Corporate Administration
Councillor R. Svendsen	Other Staff as Required
Councillor A. Yousef	C. Crabtree, Chief Information Officer
	L. Zosiak, Manager of Community Planning

Note: These Minutes are posted on the City Web Site at www.mapleridge.ca
Video of the meeting is posted at media.mapleridge.ca/Mediasite/Showcase

Note: Councillor Duncan was not in attendance at the beginning of the meeting.

1. **APPROVAL OF THE AGENDA**

R/2019-597

It was moved and seconded

That the agenda of the October 29, 2019 Council Workshop Meeting be approved as circulated.

CARRIED

2. **ADOPTION OF MINUTES**

2.1 Minutes of the October 22, 2019 Council Workshop Meeting

R/2019-598

It was moved and seconded

That the Council Workshop minutes of October 22, 2019 be adopted as circulated.

CARRIED

3. **PRESENTATIONS AT THE REQUEST OF COUNCIL** – Nil

4. *UNFINISHED AND NEW BUSINESS*

4.1 BC Hydro – Alouette Lake Reservoir Update

- Jerry Muir, Community Relations Manager
- Bob Schuback, Director of Dam Safety
- Katy Jay, Natural Resource Specialist, Fish and Aquatic Issues

The Community Relations Manager provided a detailed presentation related to the Alouette-Stave-Ruskin system, and responded to questions from Council. He advised that there will be more draw downs in the future to allow required seismic upgrades to various elements of the dam. The Natural Resource Specialist presented on fish passage programs and feasibility options to restore all species of salmon above the Alouette dam.

4.2 Community Social Safety Plan Update

Staff report dated October 29, 2019 recommending the appointments of Rob Thiessen and Fraser MacRae as consultants to provide expertise, that the City's procurement policy be waived to be able to retain Fraser Valley University to conduct a community safety survey and analysis under the direction of Dr. Irwin Cohen, that \$100,000 be allocated from the community safety reserve for consulting and research fees and that staff proceed with public consultation.

The Chief Administrative Officer introduced the item and provided information relative to the process and future action. The Chief Information Officer introduced the consultants and advised on how the plan will be implemented. The Manager of Community Planning presented on the community engagement aspect of the plan and responded to questions from Council.

It was the consensus of Council to vote separately on portions of the staff recommendation.

R/2019-599

It was moved and seconded

That Rob Thiessen be appointed as a consultant to provide expertise; and

That Fraser MacRae be appointed as a consultant to provide expertise; and

That \$100,000 be allocated from the community safety reserve for consulting and research fees.

CARRIED

Councillor Duncan - OPPOSED

R/2019-600

It was moved and seconded

That Council waive the City's procurement policy requirement to obtain three separate quotes for service and retain Fraser Valley University to conduct a community safety survey and analysis under the direction of Dr. Irwin Cohen subject to the oversight by Mayor Morden and Al Horsman.

CARRIED

Councillor Duncan – OPPOSED

R/2019-601

It was moved and seconded

That staff proceed with public consultation as outlined in Appendix B, as amended by removing online survey from the city website, and in accordance with Council discussion.

CARRIED

Councillor Duncan – OPPOSED

4.3 Advisory Committee Review – Final Recommendations

Staff report dated October 29, 2019 recommending that the report dated November 12, 2019 titled “Advisory Committee Review – Final Recommendations” be forwarded to the November 12, 2019 Council Meeting.

R/2019-602

It moved and seconded

That the attachment to the October 29, 2019 report titled "Advisory Committee Review – Final Recommendations" be forwarded to the November 12, 2019 Council Meeting.

CARRIED

Councillor Duncan - OPPOSED

R/2019-603

It was moved and seconded

That the Advisory Committee Review Task Force undertake a review of Policy 3.10 as well as the Advisory Design Panel and the Community Heritage Commission, and report back to Council.

5. *CORRESPONDENCE* – Nil

6. *BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL* – Nil

7. *MATTERS DEEMED EXPEDIENT* – Nil

8. *ADJOURNMENT* – 4:45 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer



mapleridge.ca

City of Maple Ridge

TO: Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: November 12, 2019
FILE NO:
MEETING: Workshop
SUBJECT: Green Infrastructure Management Strategy Policy Review Process Report

EXECUTIVE SUMMARY:

One of the key priorities identified in Council's 2019-2022 Strategic Plan is the preparation of a scoping report to outline policy options related to a Green Infrastructure Management Strategy (GIMS) for new development. This was also identified as a key action item from the Council Workplan Matrix.

Green infrastructure is a relatively new term that describes the integration of natural assets (i.e. streams, wetlands, soils, and forests) and human made design components (i.e. street trees, rain gardens, green streets, green roofs) in land use planning, engineering, and finance for management of urban form and function. These components vary in size and scope, but work collectively to improve the condition of our urban environments and support healthier, cost effective, more liveable and sustainable communities.

The aim of the Green Infrastructure Management Strategy Scoping Report is to identify appropriate green infrastructure options for the City and to assess their effectiveness in our urban environments. There is an increasing body of scientific evidence showing that green infrastructure can help us deal more efficiently and cost effectively with growing challenges associated with urban densification, development, and climate change impacts than traditional infrastructure and urban design options.

Therefore, the purpose of this report is to provide an introduction to Green Infrastructure and present a process to determine policy options for a Green Infrastructure Management Strategy for Council's consideration and endorsement.

RECOMMENDATION:

That the Green Infrastructure Management Strategy policy review process be endorsed.

BACKGROUND:

What Is Green Infrastructure?

Green infrastructure is a broad term that describes the adoption and/or integration of natural and semi-natural components in land use planning, engineering, and urban design. These components vary in size, scope, and function, but work collectively to improve the condition of the urban environment and support healthier, more liveable, and sustainable communities.

Green infrastructure has the potential in both its natural form and its bio-engineered form to provide “free” ecosystem services that support sustainable development and liveable communities. By investing in a green infrastructure management approach, we can continue to enjoy the environmental, economic, and social benefits that nature provides us with for free. Tangible areas where this has been successfully applied includes management of water, energy, air quality, and health in addition to added advantages of improving the look, feel, and function of our urban environments to support more economic and socially vibrant communities.

Green infrastructure projects can range in size from the street level (i.e. number of street trees, bio-swales, or rain gardens), to the site level (green roofs, landscape or pervious areas), to the neighborhood level (i.e. tree canopy cover percentage, green streets, access to green spaces) and up to the watershed or municipal wide scales (i.e. community greenway network connections, watershed health). Determining which type of green infrastructure is appropriate depends on the priorities of the decision makers, along with challenges as well as opportunities associated with the location and size of development that is occurring (i.e. costs, space available, possible incentives, land use, regulations, etc.)

How Did We Get Here?

A scoping report to outline policy options for a Green Infrastructure Management Strategy was recently identified as one of Council’s strategic priorities in the City of Maple Ridge Strategic Plan 2019-2022. The topic of Green Infrastructure Management Strategy was also identified and scheduled into the 2019 Business Plan & Council Matrix.

A Green Infrastructure Management Strategy was originally identified back in 2014 as part of the municipal “Environmental Management Strategy Report 2014” (EMS) longer term implementation recommendations. These priority items were identified through the extensive public consultation process as well as the recommendations from the consultant of record. The recommendation emphasized a pro-active, measurable, and adaptive approach for smarter use of existing natural assets and green infrastructure design within our urban areas to maximize environmental services/benefits to our community.

In March 2017, the Municipal Environmental Advisory Committee (EAC) identified and unanimously selected Green Infrastructure Management Strategy as one of their short term high priority implementation and action item for Council’s consideration. Although it was originally identified as a long term strategy, the EAC recognized the importance of moving forward with this initiative in a timely manner, with ongoing opportunities and challenges associated with urbanization, re-vitalization, and densification of the Town Centre and surrounding urban infill areas. The EAC recommendation was subsequently endorsed by the Council of the day on November 7, 2017.

In the Spring of 2018, a working group of the EAC was formed. The sub-committee or working group consisted of several EAC voting members in addition to several professionals from the community. The Green Infrastructure Management Strategy Sub-Committee was formed to provide feedback to the EAC and Council on how we might be able to break down the longer term objectives and scope into something short term, practical, and affordable that aligns with the current Council’s priorities.

This sub-committee group provided regular updates to both the EAC and the Council Liaison whenever possible. This included an overview of their strategic objectives at the 2018 March EAC update presentation. The Chairperson, Bill Hardy also provided a preliminary presentation to the Council liaison and the alternate Council liaison on the scoping report components and deliverables to ensure the proposed work was aligned with the EAC mandate and Council’s strategic priorities.

DISCUSSION:

Green infrastructure strategies, approaches, and applications have been widely utilized and studied. They can provide cities with a multitude of valuable economic, social, and environmental benefits and services. They are effective at dealing with a wide range of challenges associated with urban densification, community health, and impacts associated with development pressures. There are also significant cost savings associated with a green infrastructure approach, especially in the long term.

Prior to identifying policy options it is necessary to prepare a study to identify important components of Green Infrastructure and opportunities that can potentially be applied towards new development. Emphasis will be on examples of green infrastructure that have been used to support economic and social benefits including costs savings, risk management, community health, and socio/economic vibrancy in addition to environmental benefits. The gap analysis will also focus on identification of potential advantages, challenges, information gaps, as well as opportunities for the City with respect to next steps, including implementation and policy options.

COMPONENTS:

This study is proposed to include three (3) components to help identify appropriate policy options for Council's consideration:

1. **A municipal comparative scan** of what other municipalities have learned and are doing to apply green infrastructure to help meet their own economic, social and environmental strategic objectives. This will include a literature review of what other communities have learned abroad and within the region. Also determine which of these strategies and/or options might be relevant for our community to help us promote Council's strategic objectives with respect to economic vibrancy, liveability, risk management, and ecological health;
2. **Completion of a Gap Analysis** that will help us understand what kind of issues, advantages, challenges/gaps, resources and opportunities the City is facing with respect to embarking on a green infrastructure management approach for urban areas.

This in turn will help to identify appropriate options, tools, and strategic initiatives that Council can consider in its efforts to reduce costs, and more effectively utilize benefits and services associated with the application of a green infrastructure in the future.

This analysis will identify what kinds of natural assets we currently have to work with and what kind of measurable services and benefits they provide to our community. This component will help us determine whether we have sufficient information to identify, measure and manage existing natural assets and the ecological services they provide us with.

3. **Options and Recommendations.** The last part of the study and report will provide a synthesis of key findings along with potential options, opportunities, and recommendations on next steps for Council's consideration and endorsement.

TIMING AND PROCESS:

Each of the three components of this Green Infrastructure Management Strategy approach can be potentially completed within a six month period.

The following table is intended to provide Council with timelines and steps relating to this project.

STEPS

1. Council Endorse Scoping Report process <ul style="list-style-type: none">• Council to direct staff to proceed with the Green Infrastructure Management Strategy review;	Nov 2019
2. Award Contract and Initiate Project –	Jan. 2020
3. Municipal Scan – consultation with local governments and literature review. Report and presentation on lessons learned, comparative review, and appropriate management options for consideration	March 2020
4. Update to Council	April 2020
5. Gap Analysis of Advantages, Challenges, Gaps and Opportunities	May 2020
6. Update to Council	June
7. Report with Options and Recommendations – provide Council with synthesis of key findings, options, and recommendations for consideration with respect to policy and implementation options for green infrastructure in the City.	June 2020

INTERDEPARTMENTAL CONSIDERATIONS:

Staff from Planning, Parks, Building, Engineering, Finance, Operations and Emergency Services will be included in the review and consultation process.

Resources Required

For efficiency reasons, to prevent ongoing interruptions on limited available staff time, and to assist with an independent opinion on the subject matter it is recommended that an independent qualified professional be utilized to carry out this work. The consultant will assist with research, analysis, and presentations to Council on a regular basis.

It is estimated the cost for completion of this work will be approximately \$25,000. This will also include regular updates with Council on findings and recommendations about next steps for Council's consideration and potential endorsement. This amount will be accommodated in the existing Planning Department budget.

Alternative recommendation:

That the Green Infrastructure Strategy review not commence at this time.

CONCLUSION:

Green infrastructure is being successfully utilized as an alternative to traditional urban design and infrastructure management methods worldwide. There is significant cost savings and efficiencies associated with Green Infrastructure in meeting economic, social, and environmental strategic objectives by all levels of government. With today's increasing challenges associated with urban development, population growth and climate change impact; it strengthens the need for intelligent, pro-active, adaptive, and cost effective solutions.

Evidence increasingly demonstrates that Green Infrastructure is both effective and efficient at addressing both current future needs. Maple Ridge is well situated to utilize existing natural assets coupled with a new green infrastructure to effectively meet ongoing challenges and fulfill Council's priorities and strategic objectives identified in the 2019-2022 Strategic Plan.

Therefore, it is recommended that Council endorse the proposed process for the Green Infrastructure Management Strategy.

"Original signed by Rod Stott"

Prepared by: **Rod Stott**
 Environmental Planner 2

"Original signed by Chuck Goddard"

Reviewed by: **Charles R. Goddard, BA, MA**
 Director of Planning

"Original signed by Christine Carter"

Approved by: **Christine Carter, M.PL, MCIP, RPP**
 GM Planning & Development Services

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
 Chief Administrative Officer

TO: His Worship Michael Morden
and Members of Council

MEETING DATE: November 12, 2019

FROM: Chief Administrative Officer

MEETING: Workshop

SUBJECT: Albion Flats Concept Plan

EXECUTIVE SUMMARY:

At a Council Workshop held on July 23, 2019, Council passed the following resolution:

That staff develop a single Albion Flats land use concept plan in alignment with Council feedback received on July 23, 2019 with the intent of presentation to the Agricultural Land Commission for comment.

The purpose of this report is to present a revised concept plan (see Appendix A) that reflects Council feedback, and to seek endorsement of the plan in order to engage further with the Agricultural Land Commission (ALC). The City has been working towards a land use plan for the Albion Flats since the late 1990's. While the ALC has provided comments at various points in time, it is prudent for the City to seek updated comments on the new concept plan and determine the requirements for a block exclusion application. Upon Council endorsement of the concept plan, it will be presented to the ALC to gauge support for a block exclusion application and discuss the accompanying exclusion requirements.

RECOMMENDATIONS:

1. That the Albion Flats concept plan, attached as Appendix A to the "Albion Flats Concept Plan" staff report dated November 12, 2019 be endorsed.
2. That staff be directed to forward the Albion Flats Concept Plan to the Agricultural Land Commission in advance of a meeting.

BACKGROUND:

The current Albion Flats area planning commenced in October 2015, through a Council endorsed process (see Appendix B). The planning process encompasses four phases. Phase 1 is now complete and Phase 2 will conclude with the endorsement of a concept plan.

ALC Feedback on Albion Flats Area Planning:

Much of the land in the Albion Flats is in the Agricultural Land Reserve (ALR) and urban development can only proceed through an approved exclusion application. Planning for the future of Albion Flats dates back to the 1990's, and several concepts were presented to Council for comments over the course of the process. In 2011, the ALC provided comments to the City on Council's preferred land use concept. Those comments stated that the lands northwest of JRW have agricultural capability, are suitable for agricultural use, and are appropriately designated as ALR. While the lands southeast of JRW were conceded to have limited viability for agriculture with the exception of the agricultural fairgrounds, overall the City's 2011 draft concept plan was determined to be inconsistent with the objectives of the ALC Act to preserve agriculture. However, the ALC further moved the following:

- *“That the Commission is prepared to cooperate towards future commercial or industrial development in the Albion Flats [southeast] of JRW on the condition that lands [northwest] of JRW be restored for agricultural use;*
- *That Maple Ridge is expected to undertake a comprehensive drainage and stream flow conditions review for the lands within the Dyking District;*
- *That Maple Ridge undertake preliminary consultation with Fisheries & Oceans Canada;*
- *That Maple Ridge prepare an agricultural remedial action plan in consultation with the ALC to address all relevant issues including drainage, long term access, buffering or consolidation;*
- *That Maple Ridge ensures eventual traffic patterns enable practical access by farm vehicles.”*

Subsequently, the ALC added the task of soil reclamation for the lands northwest of JRW to the list above in 2013. As past comments indicate, ALC feedback is critical in determining the future development potential for the Albion Flats. The ALC has extended an invitation to Mayor and Council and staff to meet and discuss the future of the Albion Flats in the context of an endorsed updated Albion Flats concept plan.

Council Feedback on July 2019 Concept Plans:

On July 23, 2019, two high-level land use concepts for Albion Flats were presented at Council Workshop. While both concepts included similar elements, one concept focused more on light industrial business park land uses, and the other contained a broader range of land uses including local retail, employment, office and residential. At the meeting, Council provided feedback on the concept plans and indicated their preferred option, with some adjustments required, namely:

- Majority support for mixed-use concept including employment, commercial, and residential;
- Allow for residential opportunities above ground floor uses;
- Promote mobility choice through transit and active transportation options; and
- Innovate beyond status quo building forms and development patterns.

With this feedback in mind, a final concept plan was created for Council consideration.

PLANNING ANALYSIS:

Revised Concept Plan:

Based on the two land use plans presented on July 23, 2019, a revised concept plan has been prepared for Council consideration. Notably, the changes include:

- Mixed-use commercial node located close to 240 Street, to provide better proximity to existing Albion neighbourhood.
- Ground floor office space identified, located west of 240 Street.
- Opportunities and flexibility for residential units above ground floor commercial and office more clearly identified.
- A second drainage pond is shown to accommodate stormwater management and localized drainage, the suitability of which will be evaluated should development proceed.

Staff acknowledge the conceptual nature of the plan presented through this report. Many of the details remain unknown but staff do not recommend expending significant resources prior to meeting with the ALC.

The purpose of the plan is to illustrate Council's vision to gain feedback from the ALC prior to proceeding further. If a block exclusion application is pursued, the concept plan will also be included as part of the Public Hearing information package. In the event that a block exclusion is approved, the concept plan will be further refined through the Phase 4 area planning stage.

Next Steps:

Should Council seek to endorse the revised concept plan, the next step will be to meet with the ALC. The purpose of the meeting will be to determine the ALC's comments regarding a possible block exclusion application, and whether conditions will be imposed.

Following a meeting with the ALC, if support for a block exclusion application is indicated, staff would need to prepare a submission that reflects the ALC's requirements as Phase 3 of the Council endorsed planning process. As part of a block exclusion application, all affected landowners will need to provide authorization for the City to proceed on their behalf. It is noted that a Public Hearing is included as a step in the block exclusion approval process.

In the event that the City is successful with a block exclusion application, the Phase 4 area planning process would begin. An amendment to the Regional Growth Strategy will be required, which involves consultation and subsequent referral to a number of agencies, including Metro Vancouver, Department of Fisheries and Oceans, the Ministry of Transportation and Infrastructure, and Translink. Following preparation of an area plan, the City will review the detailed servicing design drawings as part of all development applications that are received including rainwater management for all sections of the Albion Flats area.

CONCLUSION:

In response to feedback received on July 23, 2019, a revised concept plan has been prepared for the Albion Flats. It is recommended that this plan be endorsed, and that staff be directed to provide the Albion Flats concept plan to the ALC in advance of a meeting.

"Original signed by Amelia Bowden"

Prepared by: **Amelia Bowden, M.Urb, MCIP, RPP
Planner 1**

"Original signed by Chuck Goddard"

Reviewed by: **Charles R. Goddard, BA, MA
Director of Planning**

"Original signed by Christine Carter"

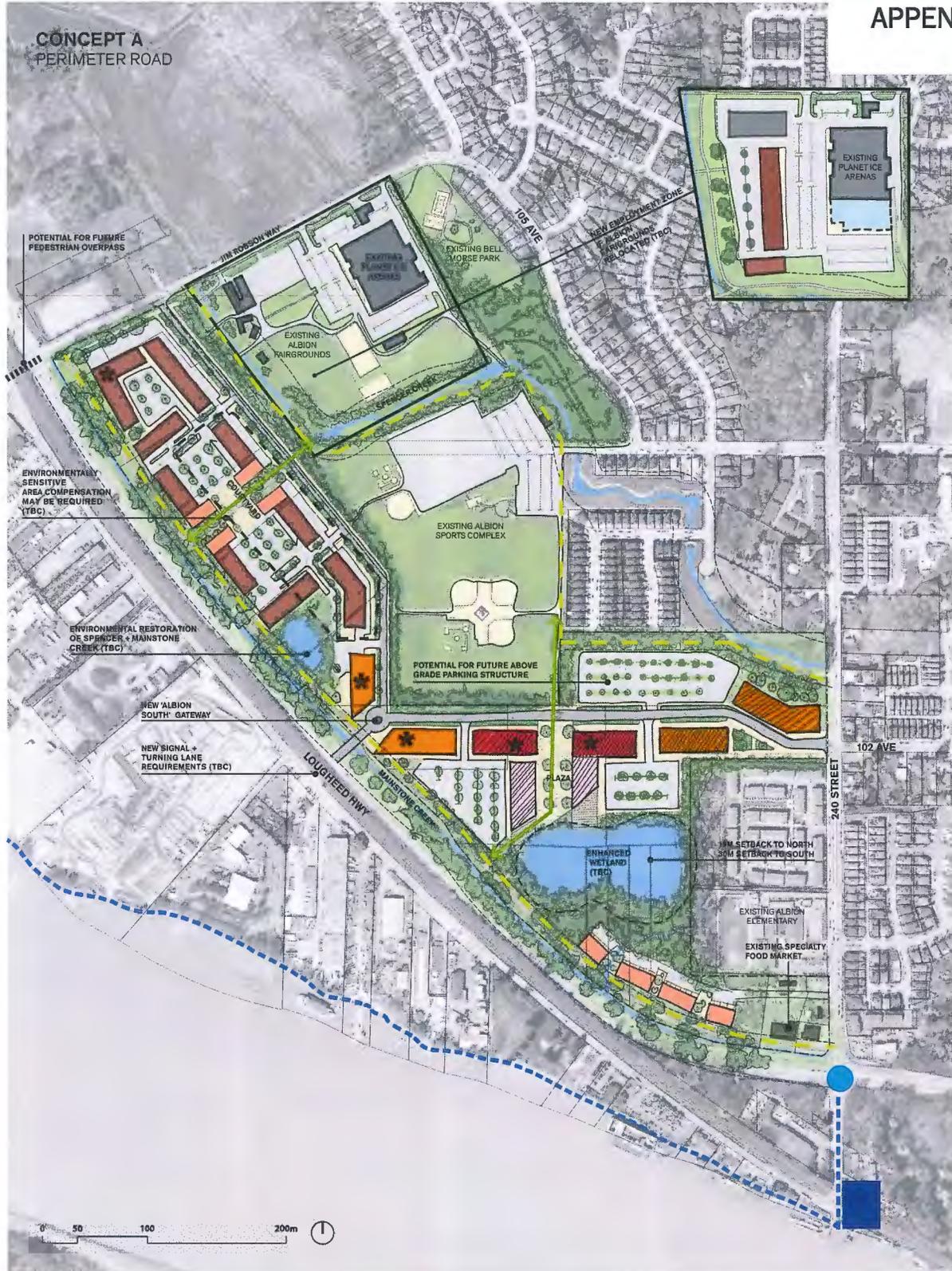
Approved by: **Christine Carter, M.PL, MCIP, RPP
GM Planning & Development Services**

"Original signed by Al Horsman"

Concurrence: **Al Horsman
Chief Administrative Officer**

Appendix A – Revised Concept Plan

Appendix B – Albion Flats Council Endorsed Planning Process (2015)



LEGEND

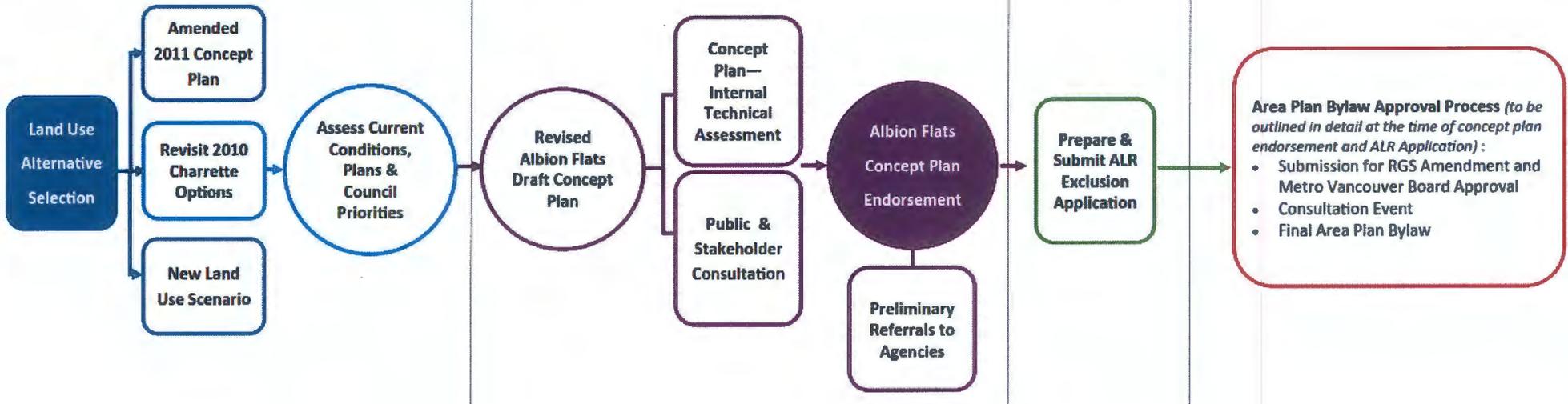
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|---|---|--|
|  LIGHT INDUSTRIAL |  FUTURE TRANSIT NODE
WEST COAST EXPRESS STATION |  FUTURE WATERFRONT TRAIL |
|  POTENTIAL FOR RETAIL-LIGHT INDUSTRIAL |  OPPORTUNITY FOR
ADDITIONAL BUILDING HEIGHT |  PROPERTY LINES |
|  SERVICE COMMERCIAL |  FUTURE GREEN LINK |  30M RIPERIAN SETBACK |
|  RETAIL/RESTAURANT |  FUTURE TRAILS |  INDICATIVE SITE BOUNDARY FOR NEW
ALBION FLATS EMPLOYMENT NODE |
|  RECREATION (ARENA EXPANSION) |  FUTURE WATERFRONT
DEVELOPMENT | |
|  OFFICE | | |
|  OPPORTUNITY FOR RESIDENTIAL ABOVE
Pending parking analysis, geotechnical, & floodrisk considerations | | |

PHASE 1
RE-ESTABLISH & INITIATE AN
AREA PLAN PROCESS

PHASE 2
CONCEPT PLAN ENDORSEMENT

PHASE 3
ALR EXCLUSION

PHASE 4
AREA PLAN BYLAW





TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: November 12, 2019
FILE NO: 2327339
FROM: Acting Chief Administrative Officer
MEETING: Council Workshop
SUBJECT: Policy No. 3.02 - 2019 Proclamations Review

EXECUTIVE SUMMARY:

Councils of the 1990's and earlier received requests to issue proclamations to recognize special days, weeks, or months to acknowledge and bring awareness to various causes. In 1994 Council received over 100 such requests. This not only would draw upon the City's resources, but at times could place Council in the position of acknowledging opposing sides or taking sides on political issues outside of local government authority. This has the potential of consuming Council meeting time that may be better allocated to the strategic priorities of the Council term.

As a result, Council adopted a new *Proclamations Policy No. 3.02* in 1995 and it was amended in April 2004, (see attached for reference) to establish a practice of continuing to decline proclamation requests.

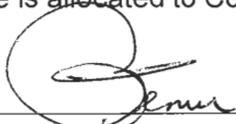
Since that time, requests have gradually declined to about 15 in recent years. Requesting organizations receive a letter referring to the policy.

RECOMMENDATION:

No resolution required; for information only.

CONCLUSION:

The City's long-standing "no-proclamations" policy helps to ensure that valuable Council meeting time is allocated to Council-endorsed priority issues.


Prepared by: **Laura Benson, CPA, CMA**
Director of Corporate Support


Approved by: **Al Horsman**
Chief Administrative Officer

- Attachments:
(A) Policy 3.02 (Adopted May 5, 2004)
(B) Sample Letter



Deep Roots
Greater Heights

POLICY STATEMENT

District of Maple Ridge

<p>Title: Proclamations</p>	<p>Policy No : 3.02</p> <p>Supersedes: AMENDED</p>
<p>Authority: <u>Council</u></p> <p>Approval: <u>May 25, 2004</u></p>	<p>Effective Date:</p> <p><u>May 26, 2004</u></p>
<p>Policy Statement:</p> <p>The Municipal Clerk will send letters to the requesting individual or organization acknowledging the request for the Mayor to issue a Proclamation and advising that notwithstanding that the request may be for a worthwhile benefit to the community as a whole, the District of Maple Ridge declines to issue Proclamations.</p>	
<p>Purpose:</p> <p>Issuance of Proclamations by the Municipal Council and/or the Mayor provide limited community benefit, particularly considering the administrative cost to process them and the lack of specific authority in the <i>Local Government Act</i> for their issuance. In addition, the general public are aware of these events because the sponsoring organizations promote the events through a number of means thus eliminating the need for Municipal Council approval and publication.</p>	
<p>Definitions:</p>	



Deep Roots
Greater Heights

PROCEDURE (OPERATING REGULATION)

District of Maple Ridge

<p>Policy Title: Proclamations</p>	<p>Policy Number: 3.02</p> <p>Supersedes: AMENDED</p>
<p>Authority: <u>Council</u></p> <p>Approval: <u>May 25, 2004</u></p>	<p>Effective Date:</p> <p><u>May 26, 2004</u></p>
<p>1.0 POLICY STATEMENT (adopted):</p> <p>The Municipal Clerk will send letters to the requesting individual or organization acknowledging the request for the Mayor to issue a Proclamation and advising that notwithstanding that the request may be for a worthwhile benefit to the community as a whole, the District of Maple Ridge declines to issue Proclamations.</p>	
<p>2.0 KEY AREAS OF RESPONSIBILITY</p> <p style="text-align: center;">Action to Take</p> <ol style="list-style-type: none"> 1. Correspondence requesting Proclamations will be received by the Clerk's department for review and response. 2. A response will be sent advising that the District has a policy to decline the issuance of proclamations. 3. If there is a specific additional request, eg. a minute of silence in observance of the Annual Day of Mourning, it will be forwarded to Council for consideration. 	<p style="text-align: center;">Responsibility</p> <p style="text-align: center;">Information Clerk</p> <p style="text-align: center;">Information Clerk/Municipal Clerk</p> <p style="text-align: center;">Municipal Clerk/Confidential Secretary</p>

File No: 0630-01

Dear :

We are in receipt of your letter dated _____ in which you request _____ be proclaimed _____.

Although Council recognizes that proclamation requests may be for a worthwhile cause that could benefit the community as a whole, a policy was adopted by Council to decline the issuance of proclamations.

For your information, the Province of British Columbia, Ministry of the Attorney General, issues Orders in Council proclaiming special events. The Ministry can be contacted at 250-387-4376, or by calling Enquiry BC at 604-660-2421 who will connect your call to the Ministry free of charge.

Yours truly,

Laura Benson, CPA CMA
Director of Corporate Administration

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